



## **Job Description for Summer Camp Recreation Leader Position**

**Job Title:** Summer Camp Recreation Leader

**Classification:** Non-Exempt

**Reports To:** Founder of Carolina Literacy Project

**Location:** Greenville, SC

**Employment Type:** Part-Time

**Pay:** \$16 per hour

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**Job Summary:** The Recreation Leader will be supervised by the founder of the Carolina Literacy Project. They will be working with children aged 7-12 years who do not speak English as their first language. The Recreation Leader will be responsible for planning, leading and implementing recreational and art activities and experiences for children in a small group setting. They are responsible for the general safety, development, growth, and skill achievement of camp participants. They will assist with summer program lunches and snacks served daily. Candidates must also successfully pass a pre-employment criminal background check.

**Schedule:** The summer camp position will be:

- Six weeks of camp – June 1 – July 24 with the weeks of June 22nd & June 29th off
- One week - orientation and training will occur on May 28<sup>th</sup> & 29<sup>th</sup>
- One week – recap and preparation for future camps will occur the week of July 27th
- Hours: Mondays - Fridays for a total of 24 hours per week (M-Th: 11:45pm – 3:45pm & F: 8:15am – 3:45pm). A snack is included everyday with lunch provided on Fridays.
- Camp schedule: M - F: 8:30am – 3:30pm

**Essential Functions:** This position incorporates a variety of duties including, but not limited to the following:

- Assist with Summer Camp programming
  - Assist co-workers with writing and implementing a weekly recreational schedule as well arts & craft activities for campers
  - Organize and lead a variety of recreation activities each week using visuals when possible
  - Ability to accept individual differences among children
  - Respond to camper behavioral issues
  - Maintain a professional manner with students, parents, volunteers, and staff of the Carolina Literacy Project
  - Communicate effectively with parents about participant's experiences and report concerns to Camp Leadership
  - Assist in maintaining accurate program records including incident reports, logbook documentation and daily attendance

- Know and understand all emergency procedures associated with the camp program
- Know, enforce, and follow all safety guidelines associated with the camp and all program areas, including but not limited to being responsible for the campers' safety and whereabouts at all times
- Good physical and mental health
- Ability to handle unforeseen situations
- Assist with food service
  - Assist with the set-up, serving and clean-up of the summer lunch and snack
  - Participate in food safety program and comply with food safety guidelines
- Maintain the upkeep of the building/grounds
  - Inspect and maintain the exterior and interior of the building facility to maintain a safe environment for all campers
  - Ensure that the site is kept clean, organized, and free of litter
  - Wipe down tables and take out trash each day

#### **Requirements:**

- Must be 18 years or older
- High school diploma required
- Ability to pass background check and drug screening
- Reliable transportation
- People Skills – excellent communication skills, friendly, caring, empathetic, eager to serve others, active listener
- Work Ethic – enthusiastic, adaptable, self-starter, creative, team player
- Enjoys working with children with diverse cultural backgrounds and different languages as well as varying levels of English proficiency
- Preferred one year experience in recreation
- First Aid and CPR training within first week of employment (training provided)

#### **Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job but are not all inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

- Ability to sit or stand for up to 7 hours per day
- Ability to walk without the aid of a cane, walker or other equipment used for balance or movement
- Ability to occasionally stoop, kneel or crouch
- Ability to lift and/or move up to 20 pounds

***Carolina Literacy Project does not discriminate for reasons of age, race, sex, handicap, national origin, or religion in its communications with students, employees, the community, applicants for employment, events, or for access to its services.***

**Interested applicants send resume to:** Tracy Butler – [tracy@carolinaliteracyproject.org](mailto:tracy@carolinaliteracyproject.org)